

Justice and Equality Fund

MANAGED BY ROSA

Now's the Time (small grants programme) from the Justice and Equality Fund
Which asks: *What would you do toward ending sexual harassment?*

Guidance to completing an application:

Webinar

We will be hosting a series of 'How to apply' webinars (including a late session) on the dates listed below. The webinar will give you the opportunity to find out more about the Justice and Equality Fund and get tips on making an application under Now's the Time (small grants).

Please register to attend by clicking on your preferred date.

- [Monday 20th August: 2pm – 3pm](#)
- [Wednesday 12th September: 10.30am – 11.30am](#)
- [Thursday 13th September: 8.30pm – 9.30pm \(late session\)](#)

Application Form

You can access the online form by clicking [here](#) or visiting our website:
www.rosauk.org

QUESTIONS	GUIDANCE & TIPS TO ANSWERING QUESTIONS
Basic Information	
Contact Information	Provide basic organisation information and details of the lead contact for the grant proposal. Please note that the email address you provide should be for the main contact of the applicant organisation and will be used by Rosa to communicate with applicant. The contact provided should be an employee or long-term volunteer who is able to handle telephone and email enquiries from Rosa, should they arise.

We also ask where you heard about the Justice and Equality Fund for marketing purposes.

Eligibility

Eligibility Questions

Applicants that meet the following criteria are eligible for funding:

- You are a UK based women’s sector organisation run both by and for women. Rosa defines ‘women’s sector organisations’ as those which have the principal objective of working with women and girls and where the majority of beneficiaries of the organisation as a whole are, and always will be, women and girls. We will review your organisation’s constitution, website and management committee at Stage 2
- You are a charitable organisation- your organisation need not be a registered charity, but your activities must be charitable and legal
- You have a written governing document, such as a constitution or set of rules
- You have a governing body with at least 3 unrelated members
- You have a UK- based bank or building society account in the name of your organisation
- Your bank or building society account has at least two unrelated signatories
- The work for which you are seeking funding has not already taken place
- The work for which you are seeking funding does not promote religious beliefs
- The work for which you are seeking funding will take place in the UK
- The work for which you are seeking funding does not have a party political nature
- The work for which you are seeking funding is not work that is, or should be, provided by statutory organisations.
- The request will primarily cover revenue costs.
- You accept and acknowledge that details of your application (including the three minute video) will be shared with other applicants as part of a process called participatory grant-making. You also agree to review a series of video applications submitted to this programme.

Your organisation

Question: Please describe what your organisation (and any partners on this application) does and how your group fits Rosa’s definition of a ‘women’s organisation’. (No more than 200 words)

Rosa defines ‘women’s sector organisations’ as those which are run by for and with women. This means your organisation should have the principal objective of working with women and girls and where the majority of the organisation’s beneficiaries are, and will always be, women and girls. As a women’s organisation your answer should clearly convey how your organisation seeks to advance gender equality/women’s rights. Be as specific as you can about:

- a) what you exist to do/achieve (your aims),
- b) what you do (your activities)
- c) who it is for (your beneficiaries)

	<p>Within your answer we are keen to see how your organisation empowers women.</p> <p>If this is a partnership application you should also include some detail about what your partner(s) do.</p> <p>Please state if your group works with other beneficiaries as well as women and girls.</p>
<p>Question: Which of the following best describes the specific women you are most focused on helping (Tick all that apply).</p> <p>Women and girls that are:</p> <ul style="list-style-type: none"> • Homeless • Refugees and seeking asylum • LGBT • BME • Elderly • Disabled • Survivors of gender violence • From low income backgrounds • Other (please specify) 	<p>We aim to address the critical needs of women and girls that miss out most. We therefore welcome proposals from organisations that support disadvantaged groups.</p> <p>If the women you focus on helping is not listed here please select other and specify the women you support below.</p>
<p>Question: Who does your organisation work in partnership with or go to for advice – please detail up to three organisations and your relationship with these? (No more than 100 words)</p>	<p>We want to understand how connected your organisation is and the value you place on forming external relationships. You may also use this as an opportunity to provide additional detail about any partners directly related to the request</p>
<p>Question: How many years has your organisation been active in your community?</p>	<p>We want to know how long your organisation has been operational.</p>
<p>Question: How many full time and part time paid staff do you have in your organisation.</p>	<p>Please only provide details of paid staff. A full-time staff member usually works 35 hours or more each week.</p> <p>For example a staff member working 20 hours paid work and 15 hours voluntary work per week would be classified as part-time.</p>
<p>Question: How many regular volunteers do you have supporting your work?</p>	<p>A regular volunteer is someone who volunteers at least once a month. Please do not include trustees/ management committee members.</p>
<p>Question: Please state how many people sit on your governing body/board/management</p>	<p>Please only list those who are members of your governing body i.e. those that take overall responsibility for your organisation such as Trustees/Directors.</p>

committee, state how many are women/girls then list all your board members.

Grant Proposal

Question: Is this grant proposal to be delivered in partnership with another organisation(s)?

A partner is another organisation or institution that will be directly responsible for the delivery of your project. Whilst the lead applicant completing this application must be a women’s organisation, this does not have to be the case for partners. We may request additional information about any partners as part of the assessment process.

Also see programme guidance .

Question: Please provide a 25-30 word sentence of your grant proposal outlined in your response to the previous question.

This summary will be the initial reference point for the grants panel and others reviewing applications. Please be as concise and specific as possible about what you are planning to do, for whom and where. Should you be successful in your application, it is this sentence that Rosa is likely to use to publicise the grant.

Grant Request

State the total grant request

Grant requests must be between £5,000 and £25,000

We would like a detailed breakdown of how you would spend the grant. The total figure for this budget must be the same as the amount requested. The grant can be spent over a one year period. We expect your budget to cover mostly revenue costs which can be for new work or an extension of existing work. Please enter whole numbers only.

Budget Line:

- Salary costs
- Costs relating to volunteers
- Costs relating to staff development
- Other direct costs
- General running costs
- Any other costs (please explain)
- Travel & expenses for networking & training events (£150)

Please use the comments section next to each area of cost to list the specific person, project or activity you will fund. Always show your working out e.g. Salary Costs: Project Coordinator @ £xx p/hr x 7 hrs p/wk x 104 wks + on cost @ £xx. Please use the cost calculator to check your total costs are the same as the total amount requested.

Please note: Rosa is committed to supporting voluntary sector organisations pay the living wage. Grants made towards staff costs will be paid a minimum of a Living Wage where possible.

Please note that we are unable to fund the following types of activities: profit-making work, party political activity, work that has already taken place, exclusively religious activities, work outside the UK, overseas travel, capital equipment costs (except in limited circumstances where a small amount of capital expenditure for specific equipment may be considered), research, interest payments on loans, building purchase and improvements, paid-for advertising and marketing.

Included within your overall budget is £150 which has been reserved for travel and expenses for networking and training events with Rosa. Please include this in your overall budget.

Attachments

1. Please upload a signed copy of the governing document for your organisation
2. Please upload your most recent annual signed report and accounts (if your most recent accounts are not yet ready please provide draft or management accounts signed by your Chair or Treasurer)
3. Please upload your organisation's budget for the current year
4. Please upload a copy of a bank statement from within the last 3 months
5. If your application is for work with children or vulnerable adults, please upload a copy of your safeguarding policy(ies)

As part of the assessment process we will carry out a number of due diligence checks to assess the appropriateness of potential grant recipients. This includes assessment of financial stability and governance structures.

Please provide all of the requested information.

Your organisation's budget should detail sources of predicted and secured income as well as confirmed and anticipated expenditure. (See example below).

Rosa takes safeguarding very seriously and as such we expect **all** applicants are required to provide a robust safeguarding policy.

Your bank statement should show a date, your account name and number as well as recent transactions and account balance.

Video Upload

You must attach a three minute video outlining your proposal in response to the question: ***"What would you do toward ending sexual harassment"***. This is an essential element of the application and applications submitted without a video will not be considered.

We will not be awarding funding based on the quality of your video. A video made on your 'phone will have the same chance of success as a polished, professional video as long as we can hear and see you. We are looking for applicants who demonstrate a good knowledge of the issue(s) they are hoping to address and a clear understanding of the way in which their organisation can help stop the culture of impunity and help prevent future harassment and abuse.

Please ensure your video captures your passion for your work. We are seeking applicants with ambitious goals and strong focus. Please focus your video on the following five questions:

- What does your organisation do?
- What does your organisation want to do, where and when?
- How will this contribute to ending sexual harassment?
- What difference will it make and why are you the best organisation to make it happen?
- How will you spend your grant?

Your video should highlight the role of any partner(s) or collaborative working as we will be looking to see how well connected you are.

We are going to use a process called participatory grantmaking to decide who is awarded funding (see page 8). **Your video will be shared with other applicants** who will rank your application according to the clarity and credibility of your plans. You can therefore expect to hear from us during October-November 2018 asking you and your group to look at some of the other videos we have received and voting for the ideas you like the best.

Please remember that the video must be no longer than 3 minutes in total any footage after 3 minutes will be completely disregarded.

Closing Date:

Friday 28th September at 5pm

Example of a budget for the current year

BUDGET 2017-18			
INCOME		EXPENDITURE	
Grants (secured)		Project Coordinator salary (2 days per week)	11000
Tudor Trust	15,000	Project launch event	1500
Arts Council	12,500	Accountant	700
		Stationary	500
Grants (applied for)		Insurance	300
People's Health Trust	2,000	Phone/pht copy	800
		Computer and website	500
Donations and Fundraising	1000	Volunteer expenses	500
Income brought forward from 2016/17	500	Rent/room hire	8500
TOTAL	31,000	TOTAL	24300
		Balance (Income - expenditure)	6,700
		Restricted Funds	2,000
		Unrestricted funds at year end	4,700

What is Participatory Grantmaking?

Participatory grantmaking is a means of putting funding decisions into the hands of those affected by those decisions. At Rosa we value the knowledge and expertise of women and girls working at the grassroots and we want to try a new way of putting decisions on who receives grants into the hands of grassroots women's organisations.

By doing this, we believe that women's organisations will be inspired by the work of others and be better able to learn from each other. Ultimately, we want to make connections that help us build a stronger movement for change that we all feel part of.

Participatory grantmaking can also

- give applicants a taste of how funders make hard decisions about limited resources
- be fun and inspiring! You get to see how others are tackling similar challenges to yours

Now's the Time (small grants) and Participatory Grantmaking

We are going to use participatory grantmaking to decide who is awarded funding for Now's the Time (small grants). Therefore **your video will be shared with other applicants** who will rank your application according to the clarity and credibility of your plans. We will collate the results and make awards accordingly¹. You can therefore expect to hear from us during October-November 2018 asking you and your group to look at some of the other videos we have received and voting for the ideas you like the best.

We will be reviewing this process after Round One and your feedback will be very helpful for improving it next time.

¹ 20% of the budget will be held back and determined by the Rosa staff team to ensure: geographical, intersectional and other balance across the whole portfolio.